

# **VERSION DESCRIPTION DOCUMENT FOR THE NASA PERSONNEL/PAYROLL SYSTEM**

Software Release

8.5

PrISMS Contract

07/30/02



National Aeronautics and  
Space Administration

**George C. Marshall Space Flight Center**  
Huntsville, Alabama 35812

**VERSION DESCRIPTION DOCUMENT  
FOR THE  
NASA PERSONNEL/PAYROLL SYSTEM  
SOFTWARE RELEASE 8.5**

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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
GEORGE C. MARSHALL SPACE FLIGHT CENTER  
HUNTSVILLE, ALABAMA

July 30, 2002

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NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
GEORGE C. MARSHALL SPACE FLIGHT CENTER  
HUNTSVILLE, AL

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## **1. INTRODUCTION**

This Version Description Document (VDD) identifies the exact version of the National Aeronautics and Space Administration (NASA) Personnel/Payroll System (NPPS) software released for installation/implementation.

### **1.1 IDENTIFICATION OF THE RELEASE**

System Name – NPPS

Release Number – Software Release 8.5

The release datasets will be made available to the support Database Administrator (DBA) for installation, at which time all centers will be notified that it has been installed in the appropriate test database.

### **1.2 PURPOSE OF THE RELEASE**

The purpose of this release is to implement the NPPS software allocated for this release in a test environment. The detailed description of the release is specified in Appendix C, Functional Change Validation Procedures.

### **1.3 SCOPE OF THE RELEASE**

The VDD provides the functional and technical user of NPPS with the following information regarding changes to the contents and status of the application, NPPS Release 8.5, including the following:

- Changes implemented since the last release
- References to other documents affected by this release
- Changes to application files and data formats
- Detailed software installation procedures
- Validation procedures to ensure the reliability of the software changes.

## **1.4 CONTACT POINTS**

Sustaining Engineering Support for Agencywide Administrative Systems (SESAAS) provides sustaining engineering for NPPS through the NASA Automated Data Processing (ADP) Consolidation Center (NACC) Technical Services Center located at Marshall Space Flight Center (MSFC). Questions regarding the function and/or the technical aspects as well as the installation of this release should be directed to:

The NACC Technical Services Center (use the following Key Words: SESAAS & NPPS)

Telephone: (256) 544-5516

E-Mail: [billy.graham@msfc.nasa.gov](mailto:billy.graham@msfc.nasa.gov)

FAX: (256) 544-1836

## **2. FUNCTIONAL INFORMATION**

This section includes details regarding functional changes, functional interfaces, critical issues, affected documents, and application system administration.

### **2.1 FUNCTIONAL CHANGES**

Please refer to Appendix C, Functional Change Validation Procedures, for a description of all functional changes related to this release. Appendix D, Installation Instructions, describes all Predict changes related to this release.

### **2.2 FUNCTIONAL INTERFACES**

Not Applicable

### **2.3 CRITICAL ISSUES**

Not Applicable

### **2.4 AFFECTED DOCUMENTS**

The following document will be affected by this release:

- NPPS System/Software Requirements Specification (SRS)
- NPPS-UOG-10, NPPS User and Operations Guide (UOG)
- Employee Express Interface Control Document (EEICD)
- AdminSTAR Interface Control Document

The modified pages of this document will be distributed under separate cover.

### **2.5 APPLICATION SYSTEM ADMINISTRATION**

Not Applicable



### **3. TECHNICAL INFORMATION**

This section includes details regarding technical system interfaces, data dictionary changes, software object changes, and database administration.

#### **3.1 TECHNICAL SYSTEM INTERFACES**

Not Applicable

#### **3.2 DATA DICTIONARY CHANGES**

The data dictionary changes are detailed in Appendix D, Installation Instructions.

#### **3.3 SOFTWARE OBJECT CHANGES**

Modified programs are specified in Paragraph 3.2 of Appendix D, Installation Instructions.

#### **3.4 DATABASE ADMINISTRATION**

The specific database administration activities for NPPS 8.5 are detailed in Appendix D, Installation Instructions.

##### **3.4.1 Release Dataset Names**

The datasets for Software Release 8.5 are included in the Introduction of Appendix D, Installation Instructions.

##### **3.4.2 Inventory of Objects**

An inventory of objects is described in Paragraph 3.2 of Appendix D, Installation Instructions.

##### **3.4.3 Storage Considerations**

Not Applicable

##### **3.4.4 Installation Procedures**

Refer to Appendix D, Installation Instructions, for detailed installation procedures.

### **3.5 OPERATIONAL PREPARATION**

Refer to the procedures described in Section 3.4.4 for assistance in preparing for proper installation and operational use of the release.

# **APPENDIX A**

## **ABBREVIATIONS AND ACRONYMS**

## **ABBREVIATIONS AND ACRONYMS**

ADP	Automated Data Processing
CPO	Consolidated Payroll Office
DBA	Database Administrator
DDM	Data Definition Module
DR	Discrepancy Report
EE	Employee Express
EEICD	Employee Express Interface Change Document
FEHB	Federal Employee Health Benefits
HR	Human Resources
ICD	Interface Change Document
IRM	Information Resources Management
JCL	Job Control Language
L&E	Leave and Earnings Statement
MSFC	Marshall Space Flight Center
NACC	NASA ADP Consolidation Center
NASA	National Aeronautics and Space Administration
NPPS	NASA Personnel/Payroll System
RC	Requirements Change
SESAAS	Sustaining Engineering Support for Agencywide Administrative Systems
TSP	Thrift Savings Plan
VDD	Version Description Document

## **APPENDIX B**

### **GLOSSARY**

## **GLOSSARY**

### **Consolidation Center**

Responsibility for processing and balancing payroll for all centers in the consolidated database.

### **Database Administration**

Responsibility for maintaining the physical database environment.

### **Implementation**

The process by which a NASA site installs a software release and places it into operational use.

### **Operational Preparation**

Preparation by a NASA site for installation and use of an application release.

### **System Administration**

Responsibility for administrative functions such as application security and table data maintenance associated with an application.

**APPENDIX C**  
**FUNCTIONAL CHANGE VALIDATION**  
**PROCEDURES**

## **VALIDATION PROCEDURES SOFTWARE RELEASE 8.5 PERSONNEL & PAYROLL**

### **1. 94001836**

- A. **Purpose:** To add the capability to display fields when history is retrieved using the QHISTPP screen.
- B. **Test Procedure:**
  - 1) Give selected test employees good time cards through TAEDIT
  - 2) Schedule/Run CA00004 to update history.
- C. **Validation:**
  - 1) Verify missing history fields viewed through QHISTPP are displayed online.
  - 2) Verify that YTD TSP via QHISTPP displays YTD TSP, contributing, and matching for employee and pay period.

### **2. 96000161**

- A. **Purpose:** To add the capability to correct setting of Retirement dates and to provide a tool for use in clearing Retirement Dates that should not be present.
- B. **Test Procedure 1:**

Suspend a Personnel Action changing an employee's Retirement Plan to 1, 2, 4, 6, C, K, M or E, as desired.
- C. **Validation 1:**
  - 1) Verify employees with Retirement Plans equal to 2 or 4 have no retirement dates (Retirement: Optional Date and Retirement: Discontinued Date) in the Personnel Master file.
  - 2) Verify that employees with Retirement Plans not equal to 2 or 4 have valid retirement dates.
- D. **Test Procedure 2:**
  - 1) Select a test employee with each of the valid Retirement Codes.
  - 2) Run the batch job NPTL0046 to clear retirement dates for certain employees.
- E. **Validation 2:**
  - 1) Verify employees with Retirement Plans equal to 2 or 4 have no retirement dates (Retirement: Optional Date and Retirement: Discontinued Date) in the Personnel Master file..
  - 2) Verify that Retirement Plans not equal to 2 or 4 have valid, unchanged retirement dates.



3. **96000298**

- A. **Purpose:** To correct an ABEND 1301 error in retirement calculations.
- B. **Test Procedure:**  
Suspend a Personnel Action changing an employee's retirement plan to 1, 2, 4, 6, C, K, M or E, as desired, with a blank retirement date.
- C. **Validation:**
  - 1) Verify Relational Edit 'RAG' is returned.
  - 2) Verify text of the RAG edit reads, "Retirement Date cannot be blank or invalid when the Retirement Code is 1, 6, C, E, K, M, N, R, OR T."
  - 3) Verify that the RAG edit is added to TOPMMSG table.

4. **97000099**

- A. **Purpose:** Modify NPPS to correct a BJS error message that is actually an installation table record and not PAYCTL.
- B. **Test Procedure:**
  - 1) Give selected test employees good time cards through TAEDIT.
  - 2) Give selected test employees cash awards through cash pay.
  - 3) Schedule/Run:
    - a) NA00403                SF2812 WTH/CONT FEHB, FEGL
    - b) NA00406                SF1166 VOUCHER/SCH OF PAY
    - c) NA00418                W2 WAGE & TAX
    - d) NA00427                IRS FORM 1099 MISC INCOME
    - e) NA00518                W2 WAGE & TAX NON-NPPS
  - 4) Run/Submit CA00006 (Pay Period Initialization).
- C. **Validation:**  
Verify that the BJSLOG for the above jobs have an error message returned when a consolidated/NASA installation record is missing and reads '24 RECORD MISSING ON INSTALL-TABLE'.

5. **97000156**

- A. **Purpose:** Add the capability to change SSN to an accession action in suspense.
- B. **Test Procedure:**
  - 1) Find employee with Duty Status = Z.
  - 2) Suspend NOAC 100.
  - 3) Change SSN of suspended action, using PERACT, function H.

- 4) Enter new SSN and press enter.
  - 5) Mature action.
- C. **Validation:**
  - 1) Verify a “one-star” message is returned when SSN change is attempted and that the message reads, “SSN EXISTS ON MASTER FOR....”
  - 2) Verify that the change can be made and MATURED.
6. **98000005**
  - A. **Purpose:** Add the capability to run Retention Reg/Lite reports for Leap Years.
  - B. **Test Procedure 1:**  
Schedule/Run both reports with leap year dates.
  - C. **Validation 1:**  
Verify reports run to completion with appropriate data.
  - D. **Test Procedure 2:**  
Schedule reports with invalid input date parameters.
  - E. **Validation 2:**  
Verify the message, “Invalid Dates”, is returned.
7. **98000016**
  - A. **Purpose:** To add the capability to modify the CUM USED field without resetting the Extended Thru Date.
  - B. **Test Procedure:** Select employee for testing, enter comp time earned on the CT screen. Enter hours in all 7 pay periods. Give employee a good time card so comp time in pay period 7 will be lost. Using the MASEXTCT screen, extend the comp lost. Change the cumulative used on the EXTCT screen.
  - C. **Validation:** Verify the extended thru date on MASEXTCT does not disappear when the change is made to CUM USED COMP TIME.
8. **98000049**
  - A. **Purpose:** To add the capability to include Availability Pay in the calculation of TSP, therefore the calculation of state tax will be correct.
  - B. **Test Procedure:** Select employee for testing that has a TSP deduction and a valid state tax code. Do a Personnel action using NOAC 819 to give employee availability pay. Run Job CA00009 to recompute Normals for an employee.

- C. **Validation:** Verify that base pay, locality pay and availability pay are added together to calculate the deduction for TSP. Verify that the state tax calculation is correct.
9. **98000065**
- A. **Purpose:** Modify NPPS to display the correct leave year ending on Report 315.
  - B. **Test Procedure**
    - 1) Note CTLPAY pay period beginning and pay period ending.
    - 2) Give selected test employees good time cards through TAEDIT.
    - 3) Schedule/Run NA00315 (Leave Hours Status).
  - C. **Validation:**
    - 1) Verify that the leave year ending date on the 315 report when the leave period number is the same as the total leave periods number.
    - 2) Verify the use of the Pay Period ending date from CTLPAY as the end of the leave year.
10. **98000117**
- A. **Purpose:** Add the capability to use NOAC 001 to cancel a Separation action and remove the separation date and duty status code from the LUMP Screen.
  - B. **Test Procedure:**
    - 1) Terminate an Employee
    - 2) Give terminated employee lump sum leave
    - 3) Cancel action of termination.
  - C. **Validation:**

Verify the all employee data is restored as normal. Verify LUMP screen data is updated.
11. **20000034**
- A. **Purpose:** Modify NPPS to suppress the leading zeroes in NEBA Optional Units field on the NEBA screen.
  - B. **Test Procedure:**

Go to NEBA screen and enter basic, spouse and optional units fields.
  - C. **Validation:**

Verify leading zeros are not displayed in the Optional Unit field on the NEBA screen.
12. **20000096 and 20020022**

- A. **Purpose:** To implement AdminSTAR 5.1.1.0.0
- B. **Test Procedure:**
  - 1) Find two employees, one active and the other terminated.
  - 2) Suspend NOAC 002 to change Retirement Plan. (Or any NOAC to get them in suspense).
  - 3) Schedule and run Job CA00027
- C. **Validation:**
  - 1) Verify that the Learner, Organization and Location report will have the correct layout as defined in AdminSTAR Interface Control Document.
  - 2) Verify that the files show active employees and recent terminations.
  - 3) Verify that the files matches employees' master file data (PERMAST).

13. **20010052**

- A. **Purpose:** To implement Employee Express changes to the FEHB Tax-Exempt Waiver and to provide a tool for use in refreshing the output EE Master File.
- B. **Test Procedure 1:**
  - 1) Change FEHB TEW from blank to "Y" for a test employee.
  - 2) Change FEHB TEW from "Y" to blank for a second test employee.
  - 3) Schedule / Run Create EE Master File.
- C. **Validation 1:**

Verify the two test employee records on the EE Master have either a blank or a "W" (if NPPS FEHB TEW = "Y") in column 544 of the output dataset.
- D. **Test Procedure 2:**
  - 1) Update the JCL for Create EE Master File to run the program NPTL0048.
  - 2) Schedule / Run Create EE Master File.
- E. **Validation 2:**

Verify the column 544 in each employee record of the output EE Master file has either a blank or a "W" (if NPPS FEHB TEW = "Y").

14. **20010072**

- A. **Purpose:** To add the capability to remove the trailing page of Report 423. Change the last page of the report to be the last page with employee data, rather than a page with header only.

- B. **Test Procedure:** Select employee for testing, change the CTLPAY to indicate the end of the first quarter of the pay year. Give employee a good time card. Submit Job 4 to run, run Report 423, employee should have data for the first quarter. Submit Job 6 and change the CTLPAY to the second quarter. Repeat the steps above for the third and fourth quarters. Schedule and run Report 423.
- C. **Validation:**
  - 1) Verify that the last page of the report has employee data and that there is not a page with headings only displayed.
  - 2) Verify the report includes employee data for each of the four quarters.

15. **20010093**

- A. **Purpose:** Add the capability to reject multiple Quality Increase actions within a year.
- B. **Test Procedure:** Select a test employee with Quality Increase (NOAC 892) effective within the past year.
  - 1) Suspend a NOAC 892 with an Effective Date less than 52 weeks greater than the previous Quality Increase.
  - 2) Suspend a NOAC 892 with an Effective Date exactly 52 weeks greater than the previous Quality Increase.
  - 3) Suspend a NOAC 892 with an Effective Date more than 52 weeks greater than the previous Quality Increase.
- C. **Validation:**
  - 1) For the first test, verify the relational "AWS" is returned and that the message reads, "Employee cannot receive another 892 within 52 weeks of the last one".
  - 2) For the second test, verify the relational "AWS" is returned and that the message reads, "Employee cannot receive another 892 within 52 weeks of the last one".
  - 3) For the third test, verify the action suspends without receiving the relational edit "AWS."

16. **20010102**

- A. **Purpose:** To add the capability for the help text for Report 428 to be updated using the PF1 key.
- B. **Test Procedure:** From the BJSMM select Report 428. Hit enter until the parameter screen for Posting List for ACI and Locality Pay Actions is displayed. Hit the PF1 key, the TEMPLATE ID of NAM 428 should be displayed. Use the PF2 key to enter the help date information. A

suggestion for verbiage can be found in **Appendix D, Section 9.3 Updates** below.

- C. **Validation:** Verify that when submitting Report 428 that the PF1 key can be used for help.

17. **20010134**

- A. **Purpose:** To add the capability to tabelize the Federal Tax percentage used in determining taxes for awards and lump sum leave payments.
- B. **Test Procedure:** Add to the TTAX table, code 99 the percentage of taxes that applies to awards and lump sum leave payments. This percentage is 27%. Select an employee for testing and give an award using NOAC 842 and/ or 841. Mature this action. Check QAWARD and MASSAWD to ensure award flowed to Payroll. Select another employee and terminate thru Personnel. Make sure employee being terminated has annual leave on the AL screen so Lump Sum Leave can be paid. Give an employee a non-personnel award using the CASHPAY screen. The award type needs to F, and gov/non code should be "G" and function code should be A to add.
- C. **Validation:** Verify that the awards with NOAC 840 and/or 841 have 27% deducted for the federal tax amount. Verify that the terminated employees annual leave hours paid on the lump screen are calculated at 27%. Verify that employees receiving non-personnel awards have their federal tax computed at 27%.

18. **20010138**

- A. **Purpose:** Modify NPPS to delete **Report 411** (CSRS Register of Separations and Transfers) and **Report 412** (FERS Register of Separations and Transfers) which are no longer used by NASA.
- B. **Test Procedure:**  
Schedule (NA00411, NA00412, CA00411, CA00412) through BJS.
- C. **Validation:**
  - 1) Verify that BJS entries that relate to reports 411 and 412 have been deleted.
  - 2) Verify that references to reports 411 and 412 in the SRS and UOG (DR p.111) have been removed.

19. **20010139**

- A. **Purpose:** Modify NPPS to Delete Reports 355 & 367
- B. **Test Procedure:**  
Schedule reports 355 and 367 through BJS.
- C. **Validation:**

Verify reports are no longer present in BJS.

20. **20010166**

- A. **Purpose:** Add the capability to suppress SSN on L&E
- B. **Test Procedure:**
  - 1) Schedule and run L & E Statements (NA00555) through BJS.
  - 2) Schedule and run L & E Statements Reprint (NA00557) through BJS, without requesting the suppression of SSNs.
  - 3) Schedule and run L & E Statements Reprint (NA00557) through BJS, requesting the suppression of SSNs.
- C. **Validation:**
  - 1) Verify Report 555 has only the last four numbers of SSN, preceded by "Xs".
  - 2) Verify Report 557 includes the complete employee SSN.
  - 3) Verify the second Report 557 includes only the last four numbers of SSN, preceded by "Xs".

21. **20010169**

- A. **Purpose:** To correct problem with calculated "negative time in grade."
- B. **Test Procedure:**
  - 1) Suspend NOAC 702 for current Effective Date.
  - 2) Mature the NOAC 702.
  - 3) Suspend NOAC 990 for prior Effective Date.
  - 4) Mature the NOAC 990.
- C. **Validation:**
  - 1) Verify that the Time In Grade is correct.
  - 2) Verify that when the value is corrected the calculation is correct.
  - 3) Verify that there is no negative value in Time In Grade.

22. **20010178**

- A. **Purpose:** To add the capability to the software to determine the correct quarter periods that need to be displayed on Report 423
- B. **Test Procedure:** Select employee for testing. Change CTLPAY to reflect the first quarter of the pay leave. Give employee a good time card, submit Job 4 to run, submit Report 423, to display employees earnings for the 1<sup>st</sup> quarter of the pay year, submit Job 6 to initialize pay fields. Change CTLPAY to reflect the 2<sup>nd</sup> quarter of the pay year, give employee a good time card, submit Job 4 to run, submit Report 423 to display earnings for the 1<sup>st</sup> and 2<sup>nd</sup> quarter, submit Job 6 to initialize pay

fields. Repeat these steps for the 3<sup>rd</sup> quarter. Change CTLPAY to reflect the first pay period in the 4<sup>th</sup> quarter, repeat the steps listed above. Change CTLPAY to reflect the last pay period of the 4<sup>th</sup> quarter, repeat the steps above.

- C. **Validation:** Verify that the data from the first step displays only the first quarter earnings. Verify that the data from the second step displays the first and second quarter earnings. Verify that the data from the 3<sup>rd</sup> step displays the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarter earnings. Verify that the 3<sup>rd</sup> quarter earnings are not repeated while trying to display 4<sup>th</sup> quarter earnings.

23. **20010179**

- A. **Purpose:** Modify NPPS by making corrections to the formatting of Report 6020.
- B. **Test Procedure:**  
Submit/Run Report 6020 - CA00015 (Fiscal Year End) – Military Leave Fiscal Year End Report.
- C. **Validation:**
  - 1) Insure the second header line is aligned correctly.
  - 2) Verify Part time and uncommon hours are included.
  - 3) Verify that a total line is included for part time and uncommon hours.
  - 4) Verify that totals are included for each center: (payblock and center totals).
- D. Verify documentation changes (DR p. 138)

24. **20010182**

- A. **Purpose:** Add the capability to remove the limits on Time Off Awards.
- B. **Test Procedure:**  
Suspend a Time Off Award (NOAC 846 or 847) greater then 80 hours.
- C. **Validation:**  
Verify that the action returns a warning message.

25. **20010185**

- A. **Purpose:** Incorrect data on SF52
- B. **Test Procedure:**
  - 1) Suspend an SF52.
  - 2) Print the suspended SF52 (online and batch).
- C. **Validation:**  
Verify that blocks for Total-Salary (non-918s), Education Level (block 45), Citizenship (block 49) and Veterans Status (block 50) are populated



correctly.

26. **20020004**

- A. **Purpose:** Modify NPPS so the sort order for Report 403 reflects the sort order on the other report being used by Payroll.
- B. **Test Procedure:**
  - 1) Select employees with numerical and alpha FEHB codes.
  - 2) Give selected employees a good time card.
  - 3) Submit/Run Report 403 (CA00403, NA00403) SF2812 WTH/CONT FEHB, FEGL.
- C. **Validation:**
  - 1) Insure that the Enrollment Codes that are used in Report 403 have both alpha and numeric values.
  - 2) Verify Report 403 sorts in numerical order first and then alpha order.

27. **20020005**

- A. **Purpose:** To provide the capability to process I Series Bonds with Required Deductions of \$1000.
- B. **Test Procedure:**
  - 1) Add (or Suspense) a \$1000 Series I Bond with a \$1000 Required Deduction.
  - 2) Change the Required Deduction to \$1000 for an existing Series I Bond.
  - 3) Process Payroll.
- C. **Validation:**

Verify the Bond Required Deductions are processed without error.

28. **20020009**

- A. **Purpose:** To add the capability for Georgia State Tax to roll to FORMSTX when an employee changes a state tax code from Georgia to another state.
- B. **Test Procedure:** Select employee for testing then check to see if employee has a state tax code on FTAX screen. If employee does not have a state tax code, enter GA for state tax code, marital status of M, exemptions of 1 and filing status of J. Give the employee a good time card. Submit Job 4 to run, then submit job 6 to initialize pay fields. From the command line enter FTAX and change employee's state to AL, marital status of M, exemptions of 1, and enter to recalculate normals for employee. Give employee a good time card, submit Job 4, and then submit Job 6 to initialize pay fields.

- C. **Validation:** Verify that employee has Georgia state tax being displayed on the FORMSTX after his state tax code is changed to AL.

29. **20020010**

- A. **Purpose:** To implement a TSP YTD deduction limit when processing TSP Adjustment Type 16.
- B. **Test Procedure 1:**
  - 1) Select an employee with the sum of YTD TSP deductions plus TRANSIN TSP Amount nearing, but less than, \$11,000.
  - 2) Add a TSPADJ Type 16 record that will cause this sum to exceed \$11,000.
- C. **Validation 1:**

Verify TSPADJ returns the message, "\*\*\*\*TSPADJ Amount will exceed TSP Max."
- D. **Test Procedure 2:**
  - 1) Select an employee with the sum of YTD TSP deductions plus TRANSIN TSP Amount equals \$11,000.
  - 2) Add a TSPADJ Type 16 record that will cause this sum to exceed \$11,000.
- E. **Validation 2:**

Verify TSPADJ returns the message, "\*\*\*\*TSP Max has been reached."

30. **20020017**

- A. **Purpose:** Add the capability for information that is displayed on the Comp Time screen to clear upon termination.
- B. **Test Procedure:**
  - 1) Enter and mature NOAC 317 for test employees.
  - 2) Submit/Run NA0006 (Payroll Initialization).
  - 3) Submit NPTL0047 to reset all existing terminated employees
- C. **Validation:**
  - 1) Verify the tool (NPTL0047) resets all existing terminated employees
  - 2) Verify all fields clear that display on the Comp time screen for both the newly terminated employee and employees who have duty status codes of Z.
  - 3) Verify comp time fields are reset for terminated employees with payroll initialization.

31. **20020019**

- A. **Purpose:** To modify the TNC edit to include Pay Plan EX.
- B. **Test Procedure:**

- 1) Find an employee with each of the Pay Plans CA, GS, ES, AD, and EX.
- 2) Suspend a NOAC 002 for each employee, changing Tenure Codes, one at a time, to 0, and Position Types, one at a time, to 0, 6, 7, and 8.

C. **Validation:**

- 1) Verify the TNC edit is not returned when the Pay Plan is ES, AD, or EX.
- 2) Verify the TNC edit is returned for all other test cases.
- 3) Verify the TNC edit message reads, "THE TENURE CODE MUST BE 1 OR 2 WHEN POSITION TYPE IS 0, 6, 7, OR 8 AND THE PAY PLAN IS NOT ES, AD, OR EX."

32. **20020020**

A. **Purpose:** To correct award data for CAPPS.

B. **Test Procedure:**

- 1) Suspend a Correction (NOAC 002) for an award, changing the original Amount or Hours in the award.
- 2) Mature the suspended Correction.
- 3) Schedule and Run NECAPP1.

C. **Validation:**

Verify that the award data in the CAPPS output is correct.

33. **20020026**

A. **Purpose:** To modify the TSP tape trailer record to match the printed TSP Voucher and the online TSP-2 form.

B. **Test Procedure:**

- 1) Process a variety of TSP Adjustments (16, 26, 46) through TSPADJ.
- 2) Process Payroll.
- 3) Print the TSP Tape Listing (CA314TP) through BJS.
- 4) Print Reports 314 and 507.
- 5) Screen print the online TSP-2 form.

C. **Validation:**

- 1) Verify the TSP tape trailer record meets specifications defined in SRS, Appendix N.
- 2) Verify data in the TSP tape trailer record matches the data in Reports 314, 507, and the online TSP-2 form.



# NASA PERSONNEL PAYROLL SYSTEM RELEASE DESCRIPTION SOFTWARE RELEASE 8.5 JULY 2002

The purpose of this release is to implement the changes allocated to software release 8.5 described below.

## SOFTWARE RELEASE 8.5

### RC 1620s IMPLEMENTED

CCR	Description
94001836	All history fields not displayed
96000298	Abend 1301 in the retirement calculation module
98000117	Eff dt chg & the impact on sep dt on lump screen
20000034	Leading zeroes displayed in Optional Units field (NEBA screen)
20000096	AdminSTAR 5.1.1.0.0 Interface Requirements
20010052	If employee waives FEHB tax exempt, he should be allowed to stop or change from family to self outside of Open Season.
20010072	NAB423 Trailing Page
20010093	Reject Quality Increase actions processed before allowed by fed reg
20010134	Tableize Federal Tax for Awards and Lump Sum
20010138	Delete Report 411 and Report 412
20010139	Reports 355 and 367 No Longer Needed
20010166	Provide Option to Suppress the SSN from the L&E Print
20010169	Negative Time in Grade
20010182	Time Off Awards - Limits no longer exist
20020004	Change Sort Order of Report 403
20020010	MER adjustment to thrift savings plan (TSPADJ)
20020017	CT Screen should clear when employee terminates
20020019	Modify Edit TNC
20020020	Missing Data in Awd Correctns to CAPPS Dynamics File (0028**).
20020022	Modifications to AdminSTAR interface File
20020026	Change to TSP Trailer Record
20020040	IFM Travel Interace Update <b>(ER)</b>
20020041	Report 205 Paging Change <b>(ER)</b>
20020043	Outgoing NPPS/X.500 IFM File <b>(ER)</b>
20020048	Payment Method Supplement value <b>(ER)</b>
20020050	Modifications to the NPPS to WebTADS data interface file <b>(ER)</b>
20020051	Invalid Bond Date <b>(ER)</b>
20020056	Reformat PDN <b>(ER)</b>

\*\*\*\*\* RECORD COUNT = 28

DR 1620s IMPLEMENTED

CCR	Description
96000161	Problem with setting retirement dates
97000099	Inaccurate error messages regarding '24 record'
97000156	Cannot correct SSN on suspense file
98000005	Retention register/retention register lite rpts
98000016	Extended Comp Time
98000049	QNORM does not take availability pay into consideration in the calculation of tsp, and therefore causes state tax to be incorrect
98000065	Report 315 incorrect leave year ending date
20010102	No PF1 Help for Report 428
20010178	Report 423 Showing Incorrect Quarter Number
20010179	Corrections to Report 6020 Military Leave Fiscal Year End Report
20010185	Incorrect data on SF52 form
20020005	Series I Bond will not accept 1000.00 deduction
20020009	Georgia (GA) State Tax not Rolling to FORMSTX Screen

\*\*\*\*\* RECORD COUNT = 13

## **APPENDIX D**

### **INSTALLATION INSTRUCTIONS**

**NASA PERSONNEL PAYROLL SYSTEM  
RELEASE DESCRIPTION  
SOFTWARE RELEASE 8.5  
July 2002**

**Introduction**

Release Date – July 02, 2002

Release Inventory:

Dataset Names:

The following dataset is located on the transient storage DASD volumes under the following dataset name:

- MSMOV.NPPS.PROD.R850.R0702.SRC
- MSMOV.NPPS.PROD.R850.R0702.GLS
- xxMOV.NPPS.PROD.R850.R0702.PRD

Physical media:  
VDD

In case of installation problems contact the NACC Technical Services Center (Use following Key Words: SESAAS & NPPS):

Telephone: (256) 544-5516  
E-Mail: [billy.graham@msfc.nasa.gov](mailto:billy.graham@msfc.nasa.gov)  
Fax: (256) 544-1836



## **Installation Sequence**

The sequence in which the installation of this release should occur is provided in the following list. Applicable sections are listed in the Installation Checklist.

- 1.0 Backup Existing Data
- 2.0 Copy Source/Object Code
- 3.0 Pre-Predict Data Conversion
- 4.0 Install Predict
- 5.0 Install Data Glossary
- 6.0 Catalog Source Code
- 7.0 Post-Predict Data Conversion
- 8.0 JCL/BJS/Xerox Modifications
- 9.0 Special Instructions
- 10.0 Installation Checklist

### **1.0 BACKUP EXISTING DATA**

It is advisable to back up all NPPS files as a precautionary measure prior to installation of software release.

### **2.0 COPY SOURCE**

#### **2.1 Copy Source Modules**

When installing software release 8.5, load the NPPS new and modified programs from dataset MSMOV.NPPS.PROD.R850.R0702.SRC using the Natural utility NATLOAD. The source programs were unloaded using the Natural utility NATUNLD. The programs will be loaded to the application library NPPS, replacing any existing programs of the same name. The source module counts included in this release are listed below:

## Natural Source Modules by Type

Global Data Areas	0
Copycode	1
Maps	9
Helproutines	0
Subroutines	5
Subprograms	6
Local/Param Data Areas	3
Programs	82
Text	0
Process	0
Miscellaneous Objects	0
=====	
Total Programming Objects	106
Total Views Unloaded	0
Total Objects Read	106
Total Object Unloaded	106

## 2.2 List of Source Code Modifications

MODULE	Description
EEB002	Create/update EE Master Records
EEB004	Build Work file for EE-Macon
EEBLDA1	EE Master View
NAB0043	Outgoing NPPS to X.500 File <b>(ER)</b>
NAB0044	Outgoing NPPS/X.500 to IFM File <b>(ER - 2)</b>
NAB205	Student Loan Repayment Current and YTD <b>(ER)</b>
NAB314PT	TSP Tape
NAB314ST	TSP Tape Breakout for 10 Centers
NAB315	Leave Status Report
NAB403	Create the SF2812
NAB406A	SF1166 Voucher and Schedule of Payments
NAB418	Process W2 Forms
NAB423	Pay History Report
NAB427	1099 Forms - Miscellaneous income
NAB427A	Miscellaneous income
NAB518	Process W2 Forms - Non-NPPS
NAB5221	WebTADS Interface of Employee Data <b>(ER)</b>
NAB5223	WebTADS Interface of Employee Data <b>(ER)</b>
NAB555	L&E Statement
NAB557	L&E Reprint

<b>MODULE</b>	<b>Description</b>
NAB6020	Multiple corrections to 6020 report
NAB6060	Payroll Initialization
NAB6080	Normals Recalculation
NAB7133T	Interface for NPPS Data to IFM / Travel <b>(ER)</b>
NAL1233C	Variables LDA
NAL1710A	LDA for NAO1710
NAM1270	LUMP screen
NAM2040	TTAX screen
NAM557	L&E Reprint Map
NAO1213	COLA and Foreign Differential
NAO1231	Voluntary Savings Allotments
NAO1231B	Voluntary Savings Allotments
NAO1232	TSP LOAN Screen
NAO1233	BOND Screen <b>(+ER)</b>
NAO1233S	BOND/BOWN Suspense Trans Process <b>(+ER)</b>
NAO1233T	BOND Processing for Employee Express <b>(+ER)</b>
NAO1234	NEBA Screen
NAO1241B	FTAX Screen
NAO1261	MER Adjustment To TSP (TSPADJ)
NAO1270	LUMP module
NAO1321	Extended Compensatory Time
NAO1442	YTD TSP screen
NAO1442B	YTD TSP screen
NAO1587	Tour of Duty Normals
NAO1710	CFC Deductions Mass Actions
NAO2040	TTAX module
NAO3150C	Net Pay Calculation
NAO3160C	Net Pay Backout Processing
NAO428P	Parm module for report 428
NAO557P	L&E Reprint Parameter module
NAO7110B	Non-personnel cash awards
NAO9102	Normals Retirement/Fica/Hit Calculations
NAO9103	Normals Bond and Voluntary Allotments
NAO9104	Normals NEBA Deduction
NAO9105	Normals CFC and Military Deposit Deductions
NAO9106	Normals Life, Health, and Union Deductions
NAO9108	Normals FERS/TSP Update
NAO9110	Normals Bankruptcy, Child Support, etc. Deductions
NAO9120O	State Tax Deductions and Normals

<b>MODULE</b>	<b>Description</b>
NAO9120P	State Tax Deductions and Normals
NAO9120R	City Tax Deductions and Normals
NEBAS01	Create AdminSTAR NASA learner file refresh
NEBAS01A	Create AdminSTAR NASA learner file refresh part b
NEBAS08	Create AdminSTAR department table
NEB154A	Employee Service Record <b>(ER)</b>
NEB252A	Report 252 <b>(ER)</b>
NEB252F	Report 252 <b>(ER)</b>
NEB351B	Report 351 <b>(ER)</b>
NEMB000B	EMPSESV Screen Map <b>(ER)</b>
NEM1110L	PERACT Screen L edits
NEM154R3	Employee Service Record <b>(ER)</b>
NEM252R2	Report 252 Layout <b>(ER)</b>
NEM4050	SF50 Layout <b>(ER)</b>
NEM4150	SF52 Layout <b>(ER)</b>
NEOB002	EMPSESV Screen <b>(ER)</b>
NEO1110G	Process Personnel Action Template G
NEO1160	Change SSN on Accession Action in Suspense File
NEO1560	Change SSN on SF52 Accession Action in Suspense File
NEO1900F	Screen F Edits
NEO1900L	Screen L Edits
NEO1913	Modify TNC Edit
NEO1954	Relational OPM Edits
NEO252P	Retention Register Parm Program
NEO255P	Retention Register Lite Parm Program
NEO3140	Award online mature process
NEO3160	Recalculate Normals
NEO3185	History Audit Update
NEO3190	History Update (after image)
NEO3270	Online Mature TX Store
NEO4031	SF50 Alignment <b>(ER)</b>
NEO4050	SF50 Print <b>(ER)</b>
NEO4131	SF52 Alignment <b>(ER)</b>
NEO4140	SF52 To/From Print Fields
NEO4150	SF52 Print <b>(ER)</b>
NLD9100S	Normals Local Data Area
NPS9101	Normals Health Subroutine
NSS1110L	PERACT Screen L
NSS1900F	Retirement Date Calculation Subroutine

<b>MODULE</b>	<b>Description</b>
NSS4130A	Globals SF52 Subroutine
NSS4140A	Globals SF52 Subroutine
NSS9100	Variables Copy Code

RELEASE PROGRAMS (MOD) ==> 101

### **2.3 List of Source Code Additions**

<b>MODULE</b>	<b>Description</b>
NEB154E	PDN Reformat <b>(ER)</b>
NPTL0046	Reset Retirement Dates Tool
NPTL0047	Reset Comp Time Fields
NPTL0048	Refresh EE for FEHB TEW
NSS5002	Retrieve Fed Tax for Supplemental Income

RELEASE PROGRAMS (NEW) ==> 05

## 2.4 List of Source Code Deletions

MODULE	Description
NAB411	CSRS Register of Separations and Transfers (SF2807)
NAB412	FERS Register of Separations and Transfers (SF3103)
NEB355	CSRS Personal Statement of Benefits (Report 355)
NEB355A	Print CSRS Personal Statement of Benefits Forms
NEB367	FERS Personal Statement of Benefits (Report 367)
NEB367A	Print FERS Personal Statement of Benefits Forms
NEM355A	CSRS Personal Statement of Benefits Form A
NEM355B	CSRS Personal Statement of Benefits Form B
NEM355P	CSRS Personal Statement of Benefits Report
NEM367A	FERS Personal Statement of Benefits Form A
NEM367B	FERS Personal Statement of Benefits Form B
NEM367P	FERS Personal Statement of Benefits Report
NEO355P	CSRS Personal Statement of Benefits Parameter Module
NEO367P	FERS Personal Statement of Benefits Parameter Module

RELEASE PROGRAMS (DELETED) ==> 14

## 3.0 PRE-PREDICT DATA CONVERSION

Not applicable

## 4.0 INSTALL PREDICT

### 4.1 Data Dictionary Changes

This release includes the enhancements for version 8.5.0. Details for changes in this release can be found under paragraph 4.1.3, Physical File Changes, or by performing Predict reporting on the keyword NPPS-8.5.0.

Use SYSDICBE to load the PREDICT modifications from the dataset xxMOV.NPPS.PROD.R850.R0702.PRD.

The following NPPS Data Definition Modules (DDMs) should be generated after the PREDICT load is complete.

NPS2-EXPRESS-MASTER  
 NPS2-PAY-TABLES  
 NPS2-TAX-TABLE

#### 4.1.1 Inventory of Objects

The object types and inventory listed below represent a comprehensive count of the PREDICT object modules for this release.

Predict Objects by Type:

Keyword	1
Standard Files	0
Conceptual Files	0
ADABAS Files and Views	19

#### 4.1.2 Storage Considerations

The changes represented by this release should not affect storage requirements.

#### 4.1.3 Physical File Changes

Use the ADABAS Utility commands listed below to build the JCL for the file changes. Cut and paste the ADADBS control statements directly into the TSO ISPF editor. Call RICK BISHOP (256)544-5352 with any questions or problems.

Add the following fields:

NPS2-TAX-TABLE		File #230					
Ty	L Field ID	F	Length	Occ	D	U	DB S
* -	-----	* -	-----	-----	*	*	-- *
	1 TAX-FED-SUPP-PCT	N	2.2				TC N

Using the following commands:

```
//DDKARTE DD *
ADADBS NEWFIELD FILE=230
ADADBS FNDEF='01,TC,4,U,NU'
/*
```

NPS2-EXPRESS-MASTER		File #240					
Ty	L Field ID	F	Length	Occ	D	U	DB S
* -	-----	* -	-----	-----	*	*	-- *
	1 EMPL-FEHB-TAX-EX-WVR-IND	A	1				BV N

Using the following commands:

```
//DDKARTE DD *  
ADADBS NEWFIELD FILE=240  
ADADBS FNDEF='01,BV,1,A,NU'  
/*
```

## **5.0 INSTALL DATA GLOSSARY**

Load the ADABAS file NPS2-DATA-GLOSSARY (file #243, 4281 records) from the dataset MSMOV.NPPS.PROD.R850.R0702.GLS using the following ADABAS ADASAV utility commands.

```
ADASAV RESTORE OVERWRITE  
ADASAV FMOVE=243
```

## **6.0 CATALOG SOURCE CODE**

When installing software release 8.5, run a batch job to catalog (CATALL) all modules in the NPPS or other named library. It is not necessary to catalog the Global Data Area. The Batch standard parameters should be used for the compile.

After objects are compiled, the NPPS application will run under the On-line standard parameters.

## **7.0 POST-PREDICT DATA CONVERSION**

Not applicable

## **8.0 JCL/BJX/Xerox MODIFICATIONS**

### **JCL/BJX**

#### **Reports 355, 367, 411, and 412**

Delete all references in JCL, job, and report records for these reports.

**CA00027** – This process can be run through TSO versus NPPS batch job submitter. New JCL has been provided to the Operational Support Group for reference. Parameters are entered for selection of centers for learner file via the JCL. CA00027 may still be run via the batch job submitter if JCL changes are made. The following statements are for reference and should be modified to fit



the environment it will be running in. Currently production JCL is running a CPO-unique.

Add a new dataset for allocation

```
//DD5 DD DSN=MSIRM.NPPSDD.N01ZSYST.LOCATION,  
//      DISP=(MOD,DELETE),UNIT=SYSDA,SPACE=(TRK,0)
```

Modify CMWKF01 in the section where NEBAS08 is being processed:  
LRECL=127,BLKSIZE=12700

Add the following to the section where NEBAS08 is being processed:

```
//CMWKF02 DD  
DSN=MSIRM.NPPSDD.N01ZSYST.LOCATION,UNIT=SYSDA,  
//      DISP=(,CATLG,DELETE),DCB=(RECFM=FB,LRECL=91,BLKSIZE=9100),  
//      SPACE=(TRK,(10,1),RLSE)
```

**NPTL0046** – JCL to run this tool has been provided to the Operational Support Group. See information below in the Data Updates section.

**NPTL0047** – JCL to run this tool has been provided to the Operational Support Group. See information below in the Data Updates section.

**NPTL0048** – JCL to run this tool has been provided to the Operational Support Group. See information below in the Data Updates section.

## **Xerox**

There were no changes to the Xerox software forms for this release.

## **9.0 SPECIAL INSTRUCTIONS**

### **9.1 Update NPPS Release Number**

The following process will update the NPPS software numbers:

1. Execute program TOOLVRSN from the Natural Command line.
2. When installing software release 8.5, enter “8.5” for software version number.
3. Press ENTER; a confirmation message displays.
4. Press PF3 to exit the program.

## 9.2 Applicable Tables Updates

The following tables must be updated in support of the software changes in this release. See the applicable Tables Release VDD for a description.

- |            |          |             |
|------------|----------|-------------|
| 1. TOPMMSG | 96000298 | RAG edit    |
| 2. TOPMMSG | 20010093 | AWS edit    |
| 3. TTAX    | 20010134 | '99' record |
| 4. TOPMMSG | 20020019 | TNC edit    |

## 9.3 Data Updates

1. NPTL0046 - This is a one-time run tool to reset the Retirement: Optional Date (NPS2-PER-MASTER.PER-RETOPTDTE), Retirement: Discontinued Date (NPS2-PER-MASTER.PER-RETDISDTE), and Retirement: FERS MRA ( NPS2-PER-MASTER.EMPL-FERS-MRA-DATE) for all employees (active and inactive) who have a retirement code of '2' or '4'. This will be run via a TSO job and may be run anytime after new software has been cataloged.
15. NPTL0047 – This is a one-time run tool to reset Compensatory Time (CT) fields for all employees who are duty status 'Z'. These fields are MER-CT-HOURS(53), MER-CT-RATE(1:7), MER-LV-HOURS(1:5), and MER-LV-HOURS(14:17). This will be run via a TSO job and may be run anytime after new software has been cataloged.
16. NPTL0048 - This is a one-time run tool to send a refreshed dataset to employee express to send the new 'W' value for the tax-exempt FEHB field. This will be run via a TSO job and may be run anytime after new software has been cataloged.
17. NAB403 – SAG module USR0620N is necessary to run the new Report 403 software.
18. Help File – Help can now be added for the Report 428 parameter screen via the instructions in section 4.3.1.4 (Help Maintenance) of the UOG. The following is an example of help information.

### **TEMPLATE ID:NAM428 PAGE NUMBER:1 FUNCTION: R**

Template field description and usage:

Effective Date – this is a required field that must be entered in YYYYMMDD format. This date will be used to read the history file to retrieve records that match this date.

Sequence Code – this is a required field that determines how the information will be returned on the report.

1 – pay block, retirement plan, name, and NOAC

- 2 – pay block, retirement plan, SSN, and NOAC
- 3 – retirement plan, name, and NOAC
- 4 – retirement plan, SSN, and NOAC

PF KEY 1 INVOKES THIS TEMPLATE. NO OTHER PF KEYS ARE VALID.

## **10.0 INSTALLATION CHECKLIST**

- 1.0 Back Up Existing Data
- 2.0 Copy Source
- 4.0 Install Predict
- 5.0 Install Data Glossary
- 6.0 Catalog Source Code
- 8.0 JCL/BJS/Xerox Modifications
- 9.0 Special Instructions